Constitutional Officers Seminole County **Clerk of the Circuit Court** www.seminoleclerk.org/

Mission

To maintain the files and records of the County and the courts, to ensure their accuracy, and to safeguard the public assets of the citizens of Seminole County.

Business Strategy

The Office of the Clerk of Circuit and County Courts is unique to County government. The Clerk serves the bench, the Bar and the citizens of Seminole County; both as keeper of the official records books of the County and as the County's Chief Financial Officer.

As an Officer of the Court, the Clerk maintains the files and records of each case heard in Seminole County each year (125,251 in 2002 alone, or about one new case every 61 seconds the courthouse was open to the public). These include felony and misdemeanor cases, civil court cases, traffic court cases, probate and guardianship cases, and juvenile delinquency and dependency cases. The Clerk is responsible for summoning jurors, witnesses and defendants, and for recording the judgments of each court. The Clerk collects all fines and fees, and acts as a depository for child support and alimony payments. The Clerk issues marriage licenses and performs marriage ceremonies.

In addition to these duties, the Clerk serves as the County's recorder, treasurer and auditor. In this capacity, the Clerk reviews all County expenditures, co-signs each check, and manages the County's \$542.5 million investment portfolio. Each year, the Clerk prepares the County's "Comprehensive Annual Financial Report." For the 20th consecutive year, the Clerk's Office has received the highest national award for excellence in financial reporting. The position also serves as clerk of the Board of County Commissioners, and is an ex-officio member of the board. (A recent legislative study estimated that the Clerk of the Circuit Court performs 936 different duties.)

The Clerk's Office is one of 47 in the state funded entirely through fees generated through day-to-day operations, without any general taxpayer support. These fee-based offices are required by law to transfer any surplus to the County at the end of each fiscal year. In the past 15 years, the Clerk's Office has generated more than \$9.7 million in excess fees, \$1,603,818 in fiscal year 2003. The Clerk maintains a current staff of 226: 201 in the Court Operations Division and 25 in BCC Finance/Records Division. The office is funded through service charges, fines and fees paid to the Court.

Additional Functions:

The Clerk of the Circuit Court bills back to the County the statutory costs of holding court in criminal and county civil cases. These include the cost of attending court, preparing court minutes and cases filed, issuing subpoenas, and conducting court records searches. The total cost billed to the County in Fiscal Year 2003 was approximately \$3 million.

Department:	CONSTITUTIONAL OFFICERS				Seminole County	
Division:	CLERK OF CIRCUIT COURT				FV 2004/05	
Section:	CIRCUIT COURT				FY 2004/05 Change	
	2002/03 Actual Expenditures	2003/04 Adopted Budget	2004/05 Tentative Approved Budget	2004/05 Adopted Budget	between Tentative Approved & Adopted Budge	
EXPENDITURES:						
Personal Services	816,525	1,083,527	1,266,703	1,208,401	-58,30	
Operating Services	327,011	384,709	393,209	406,022	12,8	
Capital Outlay	-	-	-	-		
Debt Service	-	-	-	-		
Grants and Aid	-	-	-	-		
Reserves/Transfers	-	-	-	-		
Subtotal Operating	1,143,536	1,468,236	1,659,912	1,614,423	-45,4	
Capital Improvements	_	_	-	-		
TOTAL EXPENDITURES	1,143,536	1,468,236	1,659,912	1,614,423	-45,4	
FUNDING SOURCE(S)		, , , , ,				
General Fund	1,143,536	1,468,236	1,659,912	1,614,423	-45,4	
TOTAL FUNDING SOURCE(S)	1,143,536	1,468,236	1,659,912	1,614,423	-45,4	
	191	201	201	201		
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Full-Time Positions Part-Time Positions New Programs and Highlights SB2962 implementing revisio Under the legislation the inter remains responsible for non- The budget includes a net co	n 7 to Article V of th nt is for the Clerk's c court related activitie	ne Florida Constitu operation to be co es and certain oth	vered by fees. Ther mandated resp	e County onsibilities.		
Part-Time Positions New Programs and Highlights SB2962 implementing revisio Under the legislation the intel remains responsible for non-	n 7 to Article V of th nt is for the Clerk's c court related activitie	ne Florida Constitu operation to be co es and certain oth	vered by fees. Ther mandated resp	e County onsibilities.		
Part-Time Positions New Programs and Highlights SB2962 implementing revisio Under the legislation the interemains responsible for non-	n 7 to Article V of th nt is for the Clerk's c court related activitie st to the Gerneral F	ne Florida Constitu operation to be co es and certain oth und of \$700,000 f	vered by fees. Ther mandated resp	e County onsibilities.		
Part-Time Positions New Programs and Highlights SB2962 implementing revisio Under the legislation the intel remains responsible for non- The budget includes a net co	n 7 to Article V of th nt is for the Clerk's c court related activitie st to the Gerneral F	ne Florida Constitu operation to be co es and certain oth und of \$700,000 f	vered by fees. Ther mandated resp	e County onsibilities.		
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Division:	CONSTITUTIONAL OFFICERS			Seminole County	
Division: Section:	CLERK OF CIRCUIT COURT COUNTY FINANCE BENEFITS			FY 2004/0	
	2002/03 Actual Expenditures	2003/04 Adopted Budget	2004/05 Tentative Approved Budget	2004/05 Adopted Budget	Change between Tentative Approved & Adopted Budg
EXPENDITURES:					
Personal Services	88,976	123,464	144,946	150,400	5,4
Operating Services	52,756	46,913	47,913	49,195	1,2
Capital Outlay	_	-	-	-	
Debt Service	-	-	-	-	
Grants and Aid	-	-	-	-	
Reserves/Transfers	-	- 1	-	-	
Subtotal Operating	141,732	170,377	192,859	199,595	6,7
Capital Improvements		_	-,	-	- ,-
TOTAL EXPENDITURES	141,732	170,377	192,859	199,595	6,7
FUNDING SOURCE(S)		,	,		,
General Fund	141,732	170,377	192,859	199,595	6,7
TOTAL FUNDING SOURCE(S)	141,732	170,377	192,859	199,595	6,7
Full-Time Positions		-	-	-	
Part-Time Positions	_	_	_	_	
New Programs and Highlights	for Fiscal Year 20	04/05			
New Programs and Highlights	for Fiscal Year 20	04/05			

Seminole County **Department: CONSTITUTIONAL OFFICERS** Division: **CLERK OF CIRCUIT COURT** Section: **COUNTY FINANCE TRANSFER** FY 2004/05 Change 2004/05 between 2004/05 2002/03 2003/04 Tentative Tentative Approved & Adopted Approved Adopted Actual Budget Budget Budget Adopted Budget Expenditures **EXPENDITURES:** 785,000 849,425 871,780 916,780 45,000 Personal Services 63,550 65,140 65,140 **Operating Services** 62,000 Capital Outlay **Debt Service** Grants and Aid Reserves/Transfers 45,000 981,920 **Subtotal Operating** 847,000 912,975 936,920 Capital Improvements **TOTAL EXPENDITURES** 847,000 912,975 936,920 981,920 45,000 **FUNDING SOURCE(S)** General Fund 847,000 912,975 936,920 981,920 45,000 936,920 981,920 45,000 **TOTAL FUNDING SOURCE(S)** 847,000 912,975 23 25 **Full-Time Positions** 22 23 Part-Time Positions New Programs and Highlights for Fiscal Year 2003/04 45,000 Two positions were added at the First Public Hearing. New Programs and Highlights for Fiscal Year 2004/05 2007-08 2008-09 **Capital Improvements** 2004-05 2005-06 2006-07 **Total Project Cost**

Total Operating Impact

Division:	CONSTITUTIONAL OFFICERS S CLERK OF CIRCUIT COURT				Seminole County	
			EV 2004/05			
Section:	2002/03 Actual	2003/04 Adopted	2004/05 Tentative Approved	2004/05 Adopted	Change between Tentative Approved &	
	Expenditures	Budget	Budget	Budget	Adopted Budget	
EXPENDITURES:						
Personal Services	-	-	-	-		
Operating Services	2,946,403	3,038,500	3,129,655	-	-3,129,65	
Capital Outlay	-	-	- [-		
Debt Service	-	-	-	-		
Grants and Aid	-	-	-	-		
Reserves/Transfers	-	-	-	-		
Subtotal Operating	2,946,403	3,038,500	3,129,655	-	-3,129,65	
Capital Improvements	-	-	-	-		
TOTAL EXPENDITURES	2,946,403	3,038,500	3,129,655	-	-3,129,65	
FUNDING SOURCE(S)						
General Fund	2,946,403	3,038,500	3,129,655	-	-3,129,65	
TOTAL FUNDING SOURCE(S)	2,946,403	3,038,500	3,129,655	-	-3,129,6	
Full-Time Positions	-	-	-	-	}	
Part-Time Positions	-1	- 1	-	-]	
New Programs and Highlights	for Fiscal Year 200	04/05				
New Programs and Highlights	for Fiscal Year 200	04/05				
New Programs and Highlights	for Fiscal Year 200	04/05				
New Programs and Highlights Capital Improvements	for Fiscal Year 200	2005-06	2006-07	2007-08	2008-09	

